

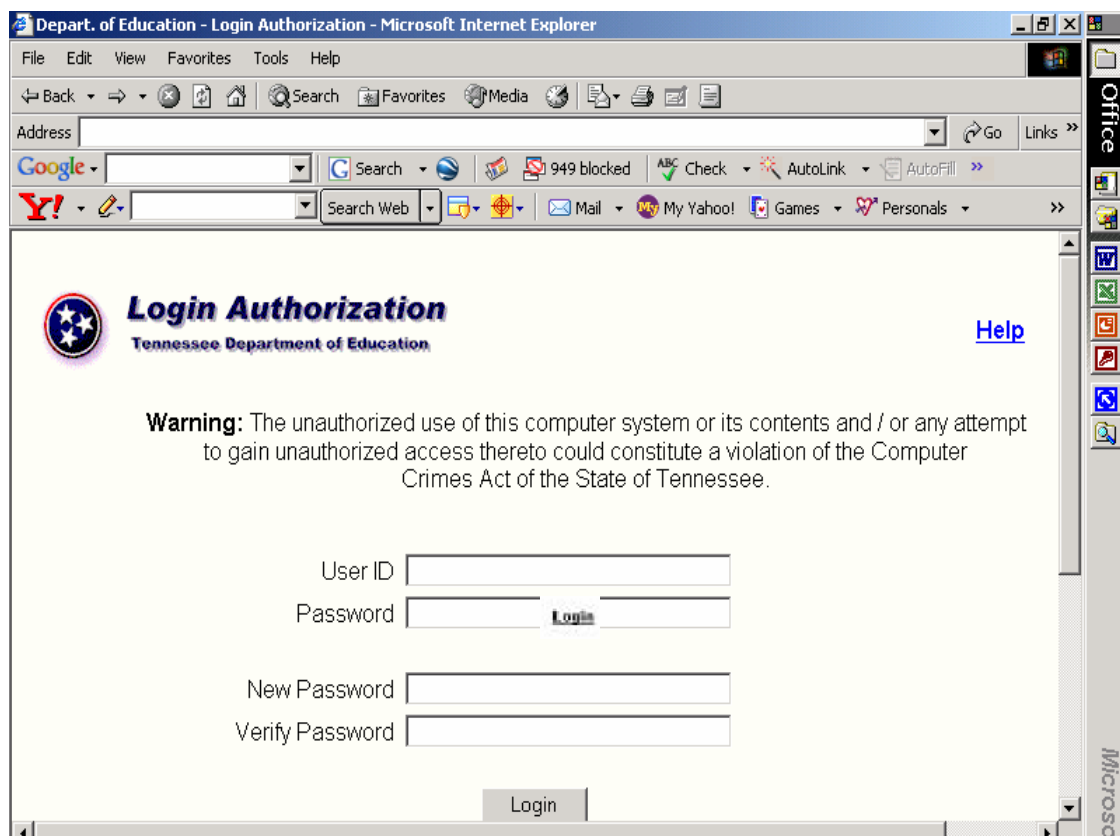


## 6. eTIGER Teacher Tutorial

The following screens are taken from the eTIGER CTE data reporting repository. They are meant to familiarize you with our web-based reporting application by displaying application pages as they look on the WEB.

By following this brief tutorial, you should have a better idea about logging in, navigating between application pages and entering data into the application. To begin your ride on the eTIGER, log on to:

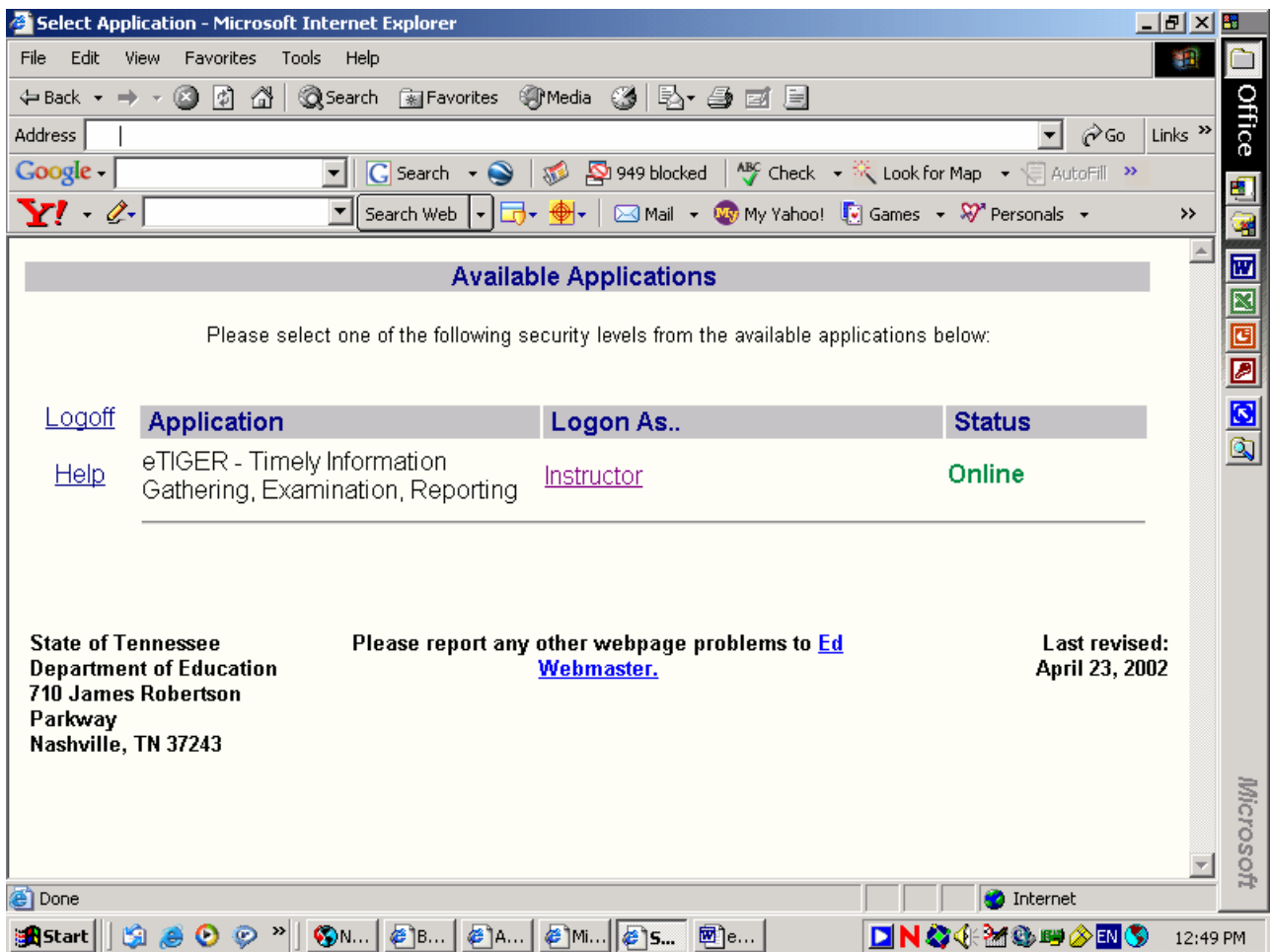
[http://www.k-12.state.tn.us/ve\\_tiger.htm](http://www.k-12.state.tn.us/ve_tiger.htm)



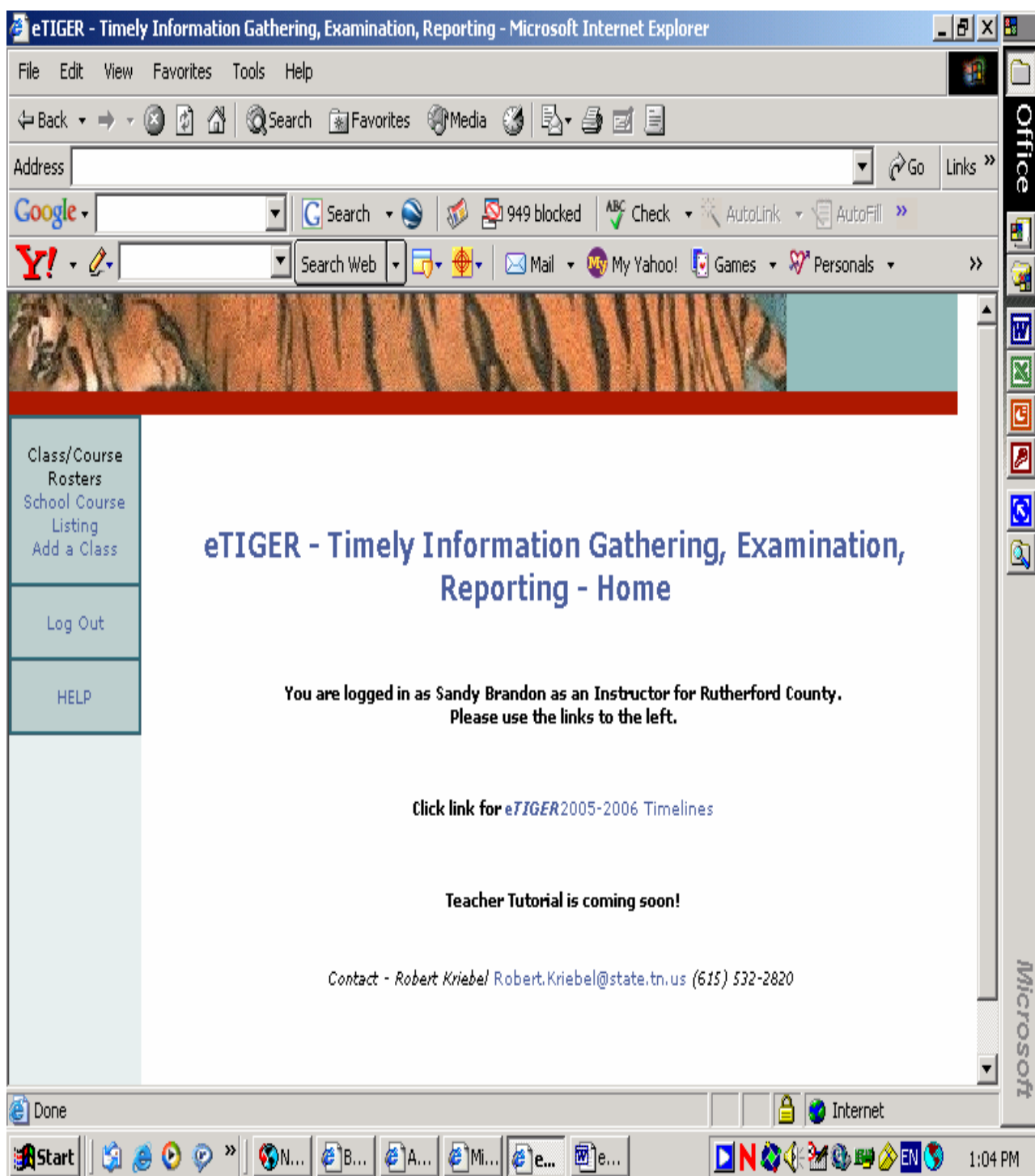
This tutorial illustrates sample screen shots.

When this screen is displayed, enter your initial USER ID and your Password. Immediately enter your new Password and verify Password boxes, you **MUST** change your password provided to you to a permanent one of your choosing.

After entering your User ID and Password, click the Login button to continue. If you encounter User ID or password problems, please send an email message to [donna.tiesler@state.tn.us](mailto:donna.tiesler@state.tn.us) for assistance.



The State of Tennessee secured eTIGER application selection page will be the first page displayed after you enter the eTIGER application address into your web browser and login. While you are on this page, use your mouse to click on the link labeled Instructor on the eTIGER application.



On this eTIGER home page, you can choose to view a school class listing, add a class, logout or get help. Please click on the school course listing button.

**eTIGER - Timely Information Gathering, Examination, Reporting - Instructor Class Listing**

Class/Course Rosters  
School Course Listing  
Add a Class

Log Out

HELP

**eTIGER - Timely Information Gathering, Examination, Reporting - Instructor Class Listing**

Year: 2005-2006

☐ Sort Students By Name ☐ Sort Students By Grade

You must "Generate List" to change "Sort By" option

Generate List

Courses Taught by Sandy Brandon for 2005-2006

| Course Code | Course Title                            | Service School       | Semester                    | Period | Attested Correct |
|-------------|---|----------------------|-----------------------------|--------|------------------|
| 3007        | Applied Comm./English III or IV         | Smyrna High School   | Traditional - Fall & Spring | 1 - 1  |                  |
| 3123        | Technical Algebra                       | Blackman High School | Traditional - Fall          | 5 - 5  |                  |
| 3198        | Work Based Learning/Supervision Periods | Antioch High School  | Traditional - Fall          | 6 - 6  |                  |

On this instructor class listing page, you can sort students by name or grade. First, make your choice and click on the generate list option. Then, click on the class course code to view the class roster. Please click on the class course code for class 3007.

**eTIGER - Timely Information Gathering, Examination, Reporting - Instructor Class Listing - Microsoft Internet Explorer**

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Back Forward Stop Home Search Favorites Media Print

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**Reporting - Instructor Class Listing**

School Course Listing Add a Class

Log Out

HELP

Name: **SANDY G BRANDON - 74123** SSN: **253-86-7948**  
 Gender: **Female** Race: **White, not Hispanic**

Instructor District of Record: (Home District) **00750 - Rutherford County**  
 Instructor School of Record: (Home School) **0098 - Smyrna High School**

District of Service: **00750 - Rutherford County**  
 School of Service: **0098 - Smyrna High School**

Year: **2005-2006** EIS Local Class Number:  
 Course: **3007 - Applied Comm./English III or IV**

Term: **Traditional, Fall & Spring** Class Section: **-- Select --**  
 Beginning Period: **1** Ending Period: **1**

| Student Name<br>(click on name to<br>view student data) | SSN         | Grade | Concentrator | Course<br>Competencies | Number<br>Competencies<br>Mastered | Percent<br>Competencies<br>Mastered | Tech<br>Prep | Number<br>Periods |
|---|-------------|-------|--------------|------------------------|------------------------------------|-------------------------------------|--------------|-------------------|
| SARAH B ADAMS   | 431-36-1776 | 12    | Yes          | 50                     | 49                                 | 98                                  | No           | 1                 |
| HEATHER C BEAL  | 451-94-5990 | 12    | Yes          | 50                     | 49                                 | 98                                  | No           | 1                 |
| ISABELLE J FLY  | 632-03-6522 | 12    | Yes          | 50                     | 49                                 | 98                                  | No           | 1                 |

This screen is the result of clicking on the class course code for course 3007. From this screen you can make a student a concentrator, enter the number of course competencies, enter the number of competencies mastered, indicate whether the student has tech prep designation, and the number of periods for the class. You can make the necessary changes to the class information. When the class information is complete, you can click on the attest button. If you need to make changes later, you can cancel the attest, make changes, then attest again. A tech-prep student is an eleventh or twelfth grade vocational (career-technical) concentrator enrolled in a career-technical course that is articulated with a postsecondary institution.

**eTIGER - Timely Information Gathering, Examination, Reporting - Student Information - Microsoft Internet Explorer**

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Back Forward Stop Search Favorites Media Print

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Name:

Gender:

SSN:

☐ Other  
☐ American Indian  
☐ Alaskan Native

Grade:

Path of Study:

**Membership**

|         |                          |           |                          |
|---------|--------------------------|-----------|--------------------------|
| BPA     | <input type="checkbox"/> | DECA      | <input type="checkbox"/> |
| FBPA    | <input type="checkbox"/> | FCCLA     | <input type="checkbox"/> |
| FFA     | <input type="checkbox"/> | HOSA      | <input type="checkbox"/> |
| JTG CDC | <input type="checkbox"/> | SkillsUSA | <input type="checkbox"/> |
| TSA     | <input type="checkbox"/> |           |                          |

**Population Status**

|                             |                                     |                            |                          |
|-----------------------------|-------------------------------------|----------------------------|--------------------------|
| Disabled                    | <input checked="" type="checkbox"/> | Economically Disadvantaged | <input type="checkbox"/> |
| Limited English Proficiency | <input type="checkbox"/>            | Other Educational Barriers | <input type="checkbox"/> |
| Single Parent               | <input type="checkbox"/>            |                            |                          |

Contact - Robert Kriebel [Robert.Kriebel@state.tn.us](mailto:Robert.Kriebel@state.tn.us) (615) 532-2820  
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Done Internet

This brings you to the place where you can save the changes to the student record OR delete the student record. Be careful...

Once the student is deleted, you have crossed the point of no return!!! If you made a mistake by deleting the student, you can simply add the student back as a new student!

At the teacher class list you can add a student. To see a class list only, click on the school course listing. You will need to select a class to be able to "add a student."



eTIGER - Timely Information Gathering, Examination, Reporting - Instructor Class Listing - Microsoft Internet Explorer

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Back Forward Stop Home Search Favorites Media Print

Address

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|                     |             |    |     |    |    |    |    |   |
|---------------------|-------------|----|-----|----|----|----|----|---|
| MEAGAN N MELTON     | 480-56-4318 | 12 | Yes | 50 | 49 | 98 | No | 1 |
| GORDON M RICHARDSON | 401-56-8217 | 10 | No  | 50 | 49 | 98 | No | 1 |
| LYKENDRICK A RILEY  | 545-90-5628 | 12 | Yes | 50 | 49 | 98 | No | 1 |
| TAMIKKA M SMITH     | 683-50-2056 | 12 | Yes | 50 | 49 | 98 | No | 1 |
| MANDRIANNA R TURNER | 490-13-5628 | 12 | Yes | 50 | 49 | 98 | No | 1 |
| AMANDA A WALLACE    | 451-95-5684 | 12 | Yes | 50 | 49 | 98 | No | 1 |
| BARRY E WARNER      | 480-85-2356 | 10 | No  | 50 | 49 | 98 | No | 1 |
| TIFFANY C WEBB      | 441-15-9184 | 12 | Yes | 50 | 49 | 98 | No | 1 |

**16 records**

Printable Class Delete This Entire Class Attest This Class Correct

Add Student Save Class Changes Save Competency Changes

Contact - Robert Kriebel [Robert.Kriebel@state.tn.us](mailto:Robert.Kriebel@state.tn.us) (615) 532-2820  
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Done Internet

With this screen, you can (1) print the class list, (2) delete the entire class (3) attest the class information is correct (4) add a student (5) save the class changes (6) save the competency changes. If you attest a class and find you need to make additional changes, simply click on the “cancel attest” button and correct the information. Be sure to attest to the class again when the class is complete and accurate.

**eTIGER - Timely Information Gathering, Examination, Reporting - Add Class Listing**

Name: **SANDY G BRANDON - 74123** SSN: **253-86-7948**  
 Gender: **Female** Race: **White, not Hispanic**  
 Instructor District of Record: (Home District) **00750 - Rutherford County**  
 Instructor School of Record: (Home School) **0098 - Smyrna High School**

Service District: **RUTHERFORD COUNTY - 00750**  
 Service School: **-- Select School --**  
 School Year: **2005-2006**

Course: **-- Select Course --** Year: **2005-2006**  
 Term: **-- Select Semester Term --** Class Section: **-- Select --**  
 Beginning Period: **0** Ending Period: **0**

**Save Changes**

**Missing Service School.**

Click on “add a class.” This screen allows you to add a class. Select the course from the pull down menu, click “add a student”. When you are finished, click on the “save class changes” button. The actions you can choose include: service school, school year, course, term, class section, beginning period and end period. Save your changes. Select the “HELP” button when you need assistance.

**eTIGER - Timely Information Gathering, Examination, Reporting - Instructor Class Listing** - Microsoft Internet Explorer

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**eTIGER - Timely Information Gathering, Examination, Reporting - Instructor Class Listing**

Class/Course Rosters  
School Course Listing  
Add a Class

Log Out

HELP

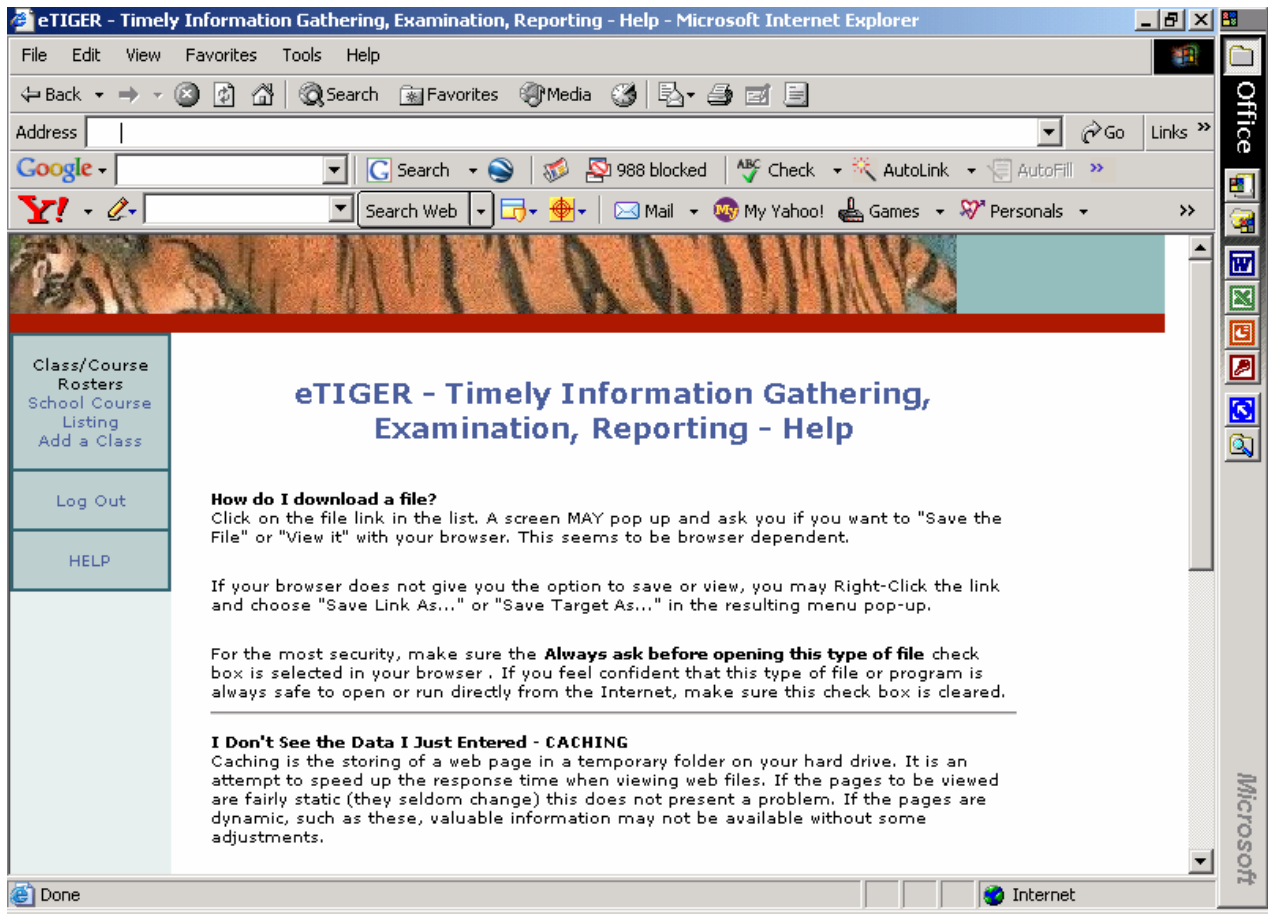
Year:

☐ Sort Students By Name ☐ Sort Students By Grade  
You must "Generate List" to change "Sort By" option

Courses Taught by Sandy Brandon for 2005-2006

| Course Code | Course Title                    | Service School | Semester             | Period | Attested Correct |
|-------------|---------------------------------|----------------|----------------------|--------|------------------|
| 3007        | Applied Comm./English III or IV | Smarna High    | Traditional - Fall & | 1 - 1  |                  |

Select “log out” when you are finished with your session.



This is an example of how the Help looks. Explore this area for additional assistance.

